

Writing: a report

SPOTLIGHT CHECKLIST

PAPER 2, PART 1 Being concise when writing a report

Practise:

- writing brief introductions and conclusions, to allow yourself more to say in the main paragraphs;
- restricting yourself to three main points;
- paraphrasing and summarising texts in order to train yourself to be concise.

1 Read the following examination task on the right, and then the sample answer below.

2 The sample answer in exercise 1 below is too long. Rewrite it more concisely, ensuring that your version falls within the required number of words. Use the following tactics to help you.

- a Look for unnecessary phrases, and repeated points.
- b The introduction should be two lines long. What information is unnecessary?
- c For a task of the required length, there are too many paragraphs in the answer below. Can some points be joined together and mentioned as one point?
- d Reduce the length of the conclusion by omitting unnecessary detail.

PAPER 2, PART 1

You are the assistant manager of a paint factory. You have received the email below from the manager.

Read the email, and the notes you have made on it, and, using the information provided, write a report. (180–220 words)

New Reply Reply All Forward Print Delete Send & Receive

Tom,

Following on from our meeting with the workers yesterday, I'd like you to write a report on the conditions in the factory, with regard to the hours each worker is exposed to chemicals [1], the ventilation on the factory floor [2] and the protective clothing they wear [3], and make recommendations for improvements.

Thanks,
Bill Frye, Manager

- 1 three hours without a break!
- 2 very poor
- 3 masks need air filters!

Introduction

The aim of this report is to examine the issues surrounding the workers' complaints, and to make some recommendations for improving the current situation. We asked workers their opinion on the following areas: the number of hours workers have to work with hazardous chemicals, the lack of sufficient ventilation on the factory floor, and inadequate protective clothing, and gathered the information set out in this report.

Exposure to chemicals

It was discovered that due to production demands and the fact that there have been recent cutbacks in the number of employees, workers are now working for more than three hours at a time without a break. During that time, they are constantly exposed to fumes from the paint chemicals. We need to reassess the number of workers needed during a shift, in order to ensure that workers have a fifteen-minute break every one and a half hours, during which they should leave the factory floor.

Ventilation

Research also revealed that, due to neglect, the filters in the ventilation system have become damaged, and as a result, the air is not circulating effectively on the factory floor. To combat this, the filters must be replaced, and a person allocated to be responsible for cleaning the new ones regularly.

Protective clothing

The problems mentioned above have been made worse by the fact that the clothing currently provided to the workers for their protection is sadly inadequate. The orange overalls are faded and worn, and the facial masks fail to give workers sufficient protection from the hazardous fumes. It would therefore be advisable to order new sets of overalls, and more modern masks with air filters, to ensure that workers are not affected by chemical fumes while they are working.

Conclusion

As can be seen from the points raised above, there are several problems facing workers at present. However, with the implementation of the improvements suggested, the situation will soon improve, to the satisfaction of workforce and management alike.